

DEPARTMENT OF ADMINISTRATION  
PUBLIC RECORDS BOARD  
PRB-001 (R 04/2010)  
PAGE 1 OF 3

## Records Retention / Disposition Authorization

<ul style="list-style-type: none"> <li>Instructions for completion are provided on pages 2-3.</li> <li>In accordance with s.16.61, Wis. Stats, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.</li> <li>Field #1 - Agency Records Officers generally assign sequential RDA numbers which are subject to PRB approval. If the agency does not assign an RDA number, leave this field blank and the PRB will assign the number.</li> <li>Agency Records Officer: Review &amp; approve RDA; Assign RDA #, if applicable. Forward original <u>only</u> to the PRB. Maintain an agency copy during the Board's review process.</li> </ul>	<b>1. Retention/Disposition Authorization # (RDA)</b>	
	Sequential Number <b>376</b>	Suffix
	2. Agency Number <b>437</b>	3. Unit Number <b>200</b>
	4. RDA Status <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Sunset/Renewal <input type="checkbox"/> Closed/Superseded	

**5. Agency Name**

Department of Children and Families

**Division Name**

Division of Early Care and Education

**Subdivision Name**

Bureau of Program Integrity

**6. Record Series Title**

Program Integrity Investigation Files - WI Shares Violation

**7. Record Series Life Cycle Dates**

Year Created <b>2014</b>	Year Discontinued	Year of Final Disposition
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**8. Medium for Records Storage - Check all appropriate categories**

☐ Electronic/Digital    ☐ Microform    ☒ Paper  
☐ Other (Specify)

**9. Retention Time Period - Specify Actual Period**

Yrs <b>7</b>	Mo	Wks	Days	Permanent <input type="checkbox"/>
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**10. Event that Initiates the Start of the Retention Time Period**

Creation <input type="checkbox"/> (CR)	Fiscal <input type="checkbox"/> (FIS)	Other (Specify) <input checked="" type="checkbox"/> Closed
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**11. Disposition**

☐ Destroy    ☐ Transfer to State Archives (WHS)    ☐ Transfer to Other Location (Specify)  
☒ Destroy Confidential    ☐ Transfer to UW Archives

**12. Records Series Description**

Purpose: Investigate WI Shares violation referrals and audit attendance records of child care providers who provide child care services to eligible parent(s) in order to maintain integrity of the WI Shares program, to prevent and correct improper child care payment to the provider, and to establish and collect child care overpayments from the provider.

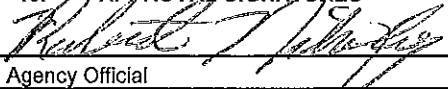

Contents: Include, but are not limited to, child care attendance records, attendance report forms, DCF property receipt form, investigation summary report, audit report, case recommendation, stipulation, memoranda, correspondence regarding the provider under investigation, referral material/documentation, parent(s) employment verification documentation, print out reports from automated case management systems (e.g. Wisconsin Child Care Regulatory System (WISCCRS), Child Care Statewide Administration on Web (CSAW), Child Care Provider Information (CCPI), etc.), investigation case notes, court and legal documents, appeal results, and other related correspondence.

Definition of Closed: Any of the following: investigation completed, appeal process completed, 6-month follow up completed per stipulation.

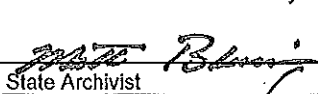

<b>13. Records Contain Personally Identifiable Information (PII)</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>14. Name of Agency Program Contact or Records Officer - Select appropriate title.</b> Patara S. Horn <input checked="" type="checkbox"/> Program Contact <input type="checkbox"/> Records Officer Telephone    608-267-2708    Email    pataras.horn@wisconsin.gov
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**15. Records Series Is Confidential or Access Is Limited**    ☐ Yes    ☒ No (If yes, enter Statute/Code)

**16. APPROVAL SIGNATURES**

 Agency Official	09/15/2014 Date (mm/dd/ccyy)	 Agency Records Officer	9-15-2014 Date (mm/dd/ccyy)
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**PUBLIC RECORDS BOARD APPROVAL** - Contingent on restrictions to record destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced.

 State Archivist	NOV 11 2014 Date (mm/dd/ccyy)	 Executive Secretary - PRB	11/19/14 Date (mm/dd/ccyy)
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APPROVAL SUBJECT TO THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS TO INDIVIDUALS WITH DISABILITIES UPON REQUEST.

UNSET. RESUBMITTAL REQUIRED

PRIOR TO November 2024